

# ADJUSTMENT FOR LOST, DAMAGED, OR DESTROYED PROPERTY

Proponent For Inspection: DOL

Point of Contact: \_\_\_\_\_

Unit Inspected: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Unit Representative: \_\_\_\_\_

Unit Phone No.: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Inspector's Phone No.: \_\_\_\_\_

Unit Overall Rating:    T            P            U

REFERENCES:    a. AR 710-2, 31 Oct 97            b. AR 735-5, 10 June 02

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P"= 70% success rate of evaluated tasks with no failed critical tasks. "U"= less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA	LEVEL	GO	NO GO	REMARKS
1. Are adjustment actions initiated for items unserviceable due to other than fair wear and tear? (AR 710-2, Para 2-13b)	CO/BN			
2. Is the appearance of unlawful conduct associated with the loss of personal arms and equipment reported to law enforcement authorities? (AR 735-5, Para 12b)	CO/BN			
3. Does the commander authorize adjustments for loss of durable hand tools up to \$100 per incident when losses are not the result of negligence or misconduct by use of a memorandum for record? (AR 735-5, Para 14-25)	CO/BN			
4. Are memorandums for record authorizing adjustments summarized and sent to the appointing authority for review on a quarterly basis? (AR 735-5, Para 14-25c)	CO/BN			
5. Are Statement of Charges (DA Form 362) initiated when cash sales of hand tools or OCIE cannot be accomplished due to SSSC or CIF being at zero balance for needed item(s)? (AR 735-5, Para 12-2)	CO/BN			
6. Does the commander authorize prorated statement of charges liability if charges exceed two-thirds of a person's monthly base pay? (AR 735-5, Para 12-2)	CO/BN			
7. Does the commander investigate circumstances concerning damaged property through other than fair wear and tear and attach a statement to the maintenance request or turn-in document stating the cause of damage? (AR 735-5, Para 14-26a)	CO/BN			
8. Are reports of survey initiated after discovery of the type of discrepancy in AR 735-5, Para 13-2, (mandatory requirements for DA Form 4697 or an AR 15-6 Investigation) within 15 calendar days of the discovery? (AR 735-5, Para 13-7)	CO/BN			
9. Are statement of charges or cash collection vouchers initiated to account for lost, damaged, or destroyed property when liability is admitted and a report of survey is not required? (AR 735-5, Para 12-2)	CO/BN			
10. Does the commander take corrective action when government property is lost, damaged or destroyed as a result of negligence or misconduct such as oral or written reprimand, remarks in efficiency reports, MOS reclassification, bar to reenlistment, or action under the UCMJ? (AR 735-5, Para 12-1)	CO/BN			
11. Are document numbers from the applicable document register assigned to adjustment documents initiated by primary hand receipt holders? (AR 735-5, Para 12-1c)	CO/BN			
12. Does the PBO conduct causative research to determine if a discrepancy discovered during inventory is the result of an accounting error? (AR 710-2, Para 2-12)	CO/BN			
REMARKS AND FINAL COMMENTS:				